

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

STAFF MEMORANDUM
NUMBER 30-4

16 August 1999

EVALUATION RATING SCHEMES

Preparing, Reviewing and Forwarding HQ USEUCOM Rating Schemes

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1. **Summary.** This Staff Memorandum establishes HQ USEUCOM policy and procedures for publishing an Evaluation Rating Scheme and provides instructions for preparing, reviewing, changing and submitting rating schemes.
 2. **Applicability.** This Staff Memorandum applies to all HQ EUCOM directorates/staff offices required to prepare evaluations on personnel within the directorate or senior rated by a Director of HQ USEUCOM.
 3. **Internal Control Systems.** This Staff Memorandum contains no internal control provisions and is not subject to the requirements of the internal management control program.
 4. **Suggested Improvements.** The proponent for this Staff Memorandum is ECJ1-P Personnel and Manpower Division, Manpower, Personnel and Administrative Directorate. Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ1-P, Unit 30400, Box 1000, APO AE 09128.
 5. **Explanation of Terms.** A rating scheme must be established to provide the best evaluations of an individual's performance and potential. A rating scheme also ties the rated individual's performance to a specific senior/subordinate relationship. This allows for proper counseling to develop the rated individual and accomplish the mission. These purposes are best achieved within an organization's chain of command.
 - a. The evaluation of individuals by persons not involved with their supervision is inappropriate.
 - b. Rating schemes will normally consist of the rated individual, the rater, senior rater and reviewer. An intermediate rater is designated only when a rated officer has a supervisor who is between the rater and his chain of command.
 6. **Responsibilities.** Each Directorate/Special Staff Section must establish a rating scheme for personnel assigned, attached, TDY or on special duty to the unit. Include the date on which each rating official was designated. Directors or Chiefs of Special Staff Sections (or designated representative) must sign the rating scheme and forward to ECJ1-PO, regardless of change, on the 5th working day of the first month of each quarter (Oct, Jan, Apr, Jul).

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Rating schemes must correspond as nearly as practicable to the chain of command and supervision within an organization, regardless of component or geographic location. Rating schemes will be established by name, given effective dates, published and distributed as they occur. Interim changes to rating schemes will be published and distributed.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

MICHAEL A. CANAVAN
Lieutenant General, USA
Chief of Staff

A handwritten signature in black ink, appearing to read 'D. R. Ellis', with a stylized flourish at the end.

DAVID R. ELLIS
LTC, USA
Adjutant General

Appendix
A - Example of a Rating Scheme

Distribution:
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APPENDIX A

EXAMPLE OF RATING SCHEME

<u>RATEE</u>	<u>RATER</u>	<u>INTERMEDIATE RATER</u>	<u>SENIOR RATER</u>	<u>REVIEWER</u>
NAME	NAME	NAME	NAME	NAME
RANK, SERVICE (SVC)	RANK, SVC	RANK, SVC	RANK, SVC	RANK, SVC
POSITION/TITLE	SSN	SSN	SSN	SSN
EFFECTIVE DATE	EFF DATE	EFF DATE	EFF DATE	EFF DATE
DATE LAST RPT				
DEROS				